

**Posted: 08/06/2014**

**Notice of Position Available  
and  
Job Description  
Central Legal Staff Attorney, Supreme Court of Mississippi**

The Supreme Court of Mississippi is seeking to fill the position of Central Legal Staff Attorney, vacancy effective **September 5, 2014**. The Central Legal Staff Attorney is appointed by the Justices of the Supreme Court and serves at the pleasure of the Court. **Applicants should not directly contact the Justices of the Court regarding this position.**

The Supreme Court is an equal opportunity employer.

**Characteristics of Work:**

This position involves professional work with the Justices of the Supreme Court, Court Administrator, Clerk of the Supreme Court, Judicial Assistants, and Central Legal staff attorneys in managing the Court's decision of motions on the Court's miscellaneous docket, certiorari petitions which seek review by the Court of the judgments of the Court of Appeals, and direct capital criminal appeals and post-conviction cases involving a death sentence. This is professional work involving legal research and writing for the Justices of the Supreme Court of Mississippi. The work entails review of case files for proper legal procedure and rulings on the merits. The staff attorney is expected to be organized, accurate, diligent, timely, and exercise initiative and judgment in the performance of his or her duties. The staff attorney is supervised by the Director of the Central Legal Staff, the Court Administrator, and the Justices of the Supreme Court.

**Examples of Work:**

The following are examples of work performed by the Central Legal staff attorneys and does not reflect the essential functions of any one staff attorney position.

- Receives and reviews assigned motions and responses, conducts necessary legal research, prepares any necessary memoranda, prepares proposed orders ruling on the motion, and occasionally prepares draft opinions;
- Receives and reviews assigned petitions for writ of certiorari to review Court of Appeals decisions and responses, conducts necessary legal research, prepares a memorandum recommending a disposition, and prepares an appropriate order ruling on the petition;
- Reviews briefs and prepares screening memoranda recommending the assignment of civil cases for decision by the Court of Appeals or retention by the Supreme Court for decision;

- Makes oral presentations to individual Justices or panels of Justices;
- Serves as staff assisting various internal committees of the Supreme Court in their work; and
- Performs similar duties as requested or assigned.

### **Minimum Requirements:**

A law degree from an American Bar Association (ABA) accredited school of law. **A licensed member in good standing with The Mississippi Bar with four (4) years of legal experience.** Proficiency in computer -- assisted legal research and word processing using Word Perfect. Exceptional legal writing and research skills.

### **Preferred Legal Experience:**

Legal experience in the areas of appellate practice and/or criminal practice.

### **Compensation and Benefits:**

The gross annual salary for this position will be \$60,000. In addition, this position will include the standard holidays and benefits available to state employees.

### **Application Process:**

All qualified persons interested in this position should apply in writing by **August 15, 2014**, addressed to:

**Rob Nations**  
**Director, Central Legal**  
**Deputy Court Administrator**  
**Supreme Court of Mississippi**  
**450 High Street**  
**Post Office Box 117**  
**Jackson, MS 39205**  
[rnations@courts.ms.gov](mailto:rnations@courts.ms.gov)

E-mail applications are acceptable. Applicants must submit a resume' showing their personal, educational, and professional background. Three (3) legal references for employment and a photo of the applicant are required to be included.